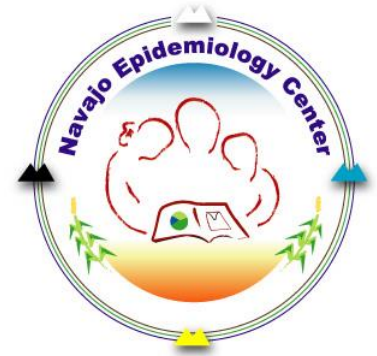


Navajo Division of Health

JOB ANNOUNCEMENT



POSITION ADVERTISEMENT – OPEN RECRUITMENT

Research Assistant – Open Until Filled, NTE: September 30, 2015

(4) Positions for Temporary Assignment

Project Description

The Navajo Division of Health's Navajo Epidemiology Center (NEC) prepares to conduct the Navajo Nation Health Survey (NNHS). This health survey will collect important health information from Navajo Nation adults 18 years and older to improve services the Navajo Division of Health provides.

Responsibilities and Duties

Primary responsibility is to conduct face-to-face interview with individuals to collect data. Provide professional conduct in administering survey protocol: review and explain informed consent form and secure signature approvals for participation in survey; conduct face-to-face interviews and accurately record interviewee responses; perform quality control and assurance by ensuring validity of data collected. Participate in orientation and training. Locate adult participant within selected households using randomization methods involving random selection tables, GIS maps, and handheld GPS receiver. Maintain complete and accurate inventory log of all survey participants, including records of specific activities performed or not performed; develop scheduling of interviews; and file management of inventory log. Provide updated data to Project Manager on a weekly basis. Must be confidently able to travel with survey team member in all areas of the project worksites, and have knowledge of locations of selected households in populated and rural areas. Maintain ongoing professional collaborative relationships with health professionals and service providers. Participate in weekly debrief meetings with Project Manager and Principal Investigator and at Navajo Epidemiology Center regular staff meetings and conference calls.

Knowledge, Skills and Abilities

Knowledge of research methods and practices. Knowledge of conducting interviews. Knowledge of Navajo tradition and culture. Multi-task skills during face-to-face interview include: obtain Informed Consent form; ask interview questions as scripted on questionnaire; record participant's responses; listen effectively; attention to detail. Ability to follow detailed instructions. Demonstrate initiative and self-motivation to work independently without constant supervision. Work well with the public to ensure survey participants' confidentiality. Strong communication and ability to speak both English and Navajo language fluently, and write English, preferred. Oral fluency in Navajo is highly desirable but not mandatory. Maintain and support ongoing professional collaborative relationships with health professionals and service providers. Ability to comprehend, conceptualize, and analyze data obtained from field surveys. Ability to reason and make judgments. Ability to read GIS maps and use of a handheld GPS receiver to find locations in populated and rural areas.

Special Requirements and Work Environment

Research Assistants will travel to randomly selected households within the Shiprock Agency of the Navajo Nation. A Valid State Driver's License and Vehicle Insurance, required; and, a Navajo Nation Vehicle Operator's Permit (to be obtained upon temporary employment) for operation of a Government Service Administration vehicle while conducting official business; use of personal vehicle to and from worksite, required. Reimbursement for travel to and from worksite will not be allowed.

Minimum Qualifications

A high school diploma or GED; and two (2) years of experience having demonstrated effective and successful work in statistical, demographic, and research analysis experience which provides the capabilities to perform the described duties. Associate of Arts or Associate of Science degree, **preferred**.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

HOW TO APPLY: Send a complete Navajo Nation application (optional – résumé and letter of interest) to: **Navajo Epidemiology Center, P.O. Box 1390, Window Rock, AZ 86515**. E-mail a signed application to: Simental.Francisco@nndoh.org; or Fax application to: (928) 871-6539. Information: (928) 871-6542. Navajo Nation applications are available for download at Department of Personnel Management's website: www.dpm.navajo-nsn.gov

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERAN'S PREFERENCE APPLIES.